

BUREAU OF INDUSTRY AND SECURITY
RECORDS SCHEDULE FOR THE
LICENSE APPLICATION SCANNING SYSTEM (LASSie)
N1-476-06-4

The Office of the Chief Information Officer (OCIO) is responsible for the development, implementation, and operation of BIS information systems. This office is also charged with managing the dissemination of information to the public via the web, computer facilities, and equipment and the application of information technology to improve the Bureau's processes and operations.

1. INPUT RECORDS

Source Documents

Data is manually scanned into LASSie by internal Bureau of Industry and Security (BIS) Export Administration operational support staff.

DISPOSITION: TEMPORARY: Retain in LASSie for 5 years and then destroy.

2. DATA BASE RECORDS

Data consists of export and re-export dual-use controlled license applications, special comprehensive licenses, food, medical and agricultural license exception notices to Cuba, and dual-use commodity classifications. All data is backed up to a BIS maintained network drive on a batch process basis.

DISPOSITION: TEMPORARY: Retain in LASSie for 5 years and then destroy.

3. OUTPUT RECORDS

The sole system output is a pre-determined raw data file that transfers manually keyed work item data to the Export Control Automated Support System (ECASS) for loading and subsequent business processing.

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4. SYSTEM DOCUMENTATION

Data system specifications, codebooks, record layouts, user guides, and output specifications.

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